

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

Contents of this Guide

| | |
|---|----|
| About ALERT | 1 |
| Preparing to Complete the ALERT | 2 |
| The Online Submission Process: A Step-by-Step Guide | 2 |
| Log into PPICS | 2 |
| On the PPICS Home Page | 3 |
| On the SMS Home Page | 3 |
| If You Need to Leave the Computer | 6 |
| Print a paper copy as a backup | 7 |
| Save as Draft to return to later | 7 |
| Opening a previously saved draft | 9 |
| Submit data with a draft number | 9 |
| Submitting your completed report | 9 |
| If you have another center associated with your grant, and you have begun a new session | 11 |
| Viewing your submitted ALERT report | 12 |
| Requesting assistance | 13 |
| Content | 13 |
| Login Issue | 14 |
| Survey Form Issue | 14 |
| What is a Suggestion/Bug Report? | 15 |
| Bug Report | 15 |
| Suggestion | 15 |

About ALERT

- Collected through PPICS during summer following the reporting program year
- Facilitates consistent reporting statewide
- Affords opportunities to report information unique to your program
- Information submitted in multiple online sessions
- Downloadable as hard copy

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

Preparing to Complete the ALERT

- Official e-mail notification from VDOE
 - Submission deadline
 - Basic instructions for online completion
 - Blank template attached as PDF for review
- ALERT must be completed for each center within each grant
- Please plan sufficient time to complete your reports.
- Before completing the ALERT, print or have available the following:
 - [Virginia's 21st CCLC Evaluation System](#)
 - This Guide to Completing the ALERT
 - VDOE notification e-mail with instructions

The Online Submission Process: A Step-by-Step Guide

Log into PPICS

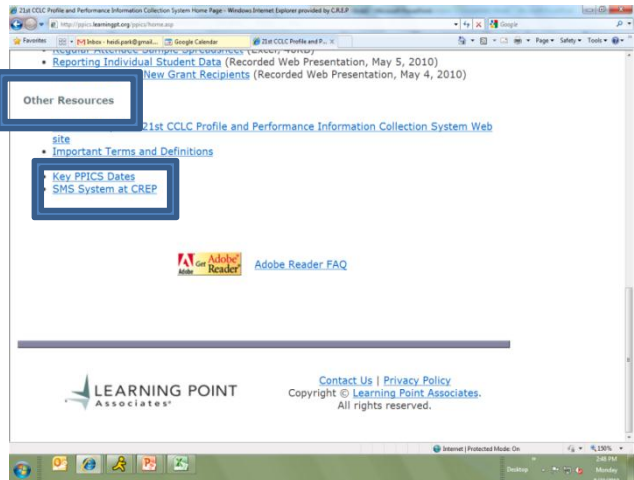
- <http://ppics.learningpt.org/ppics/index.asp>
- General Login Tips:
 - If you have more than one grant, each grant has a separate username and password.
 - **Note:** Your username and password are case-sensitive
 - Type both exactly as they appeared when first administered to you.
- Changing your PPICS Password:
 - 10 or fewer characters
 - No spaces
 - Notify CREP as soon as possible of the change.
 - Or *PPICS* will let you in
 - But you will not have access to the *ALERT*
- If you have successfully logged into PPICS, you will see your *PPICS Home Page*.



COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

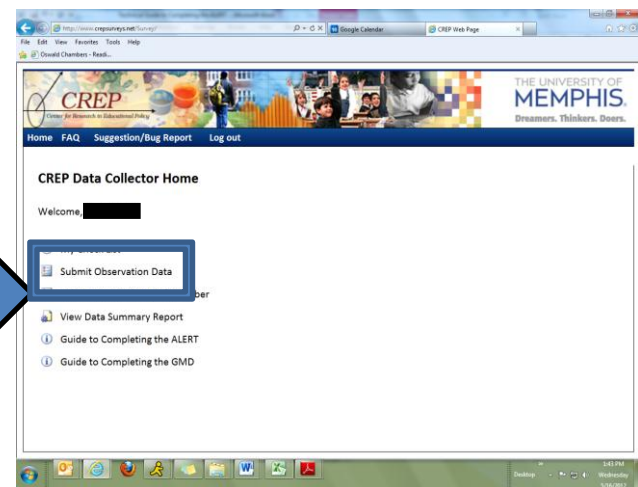
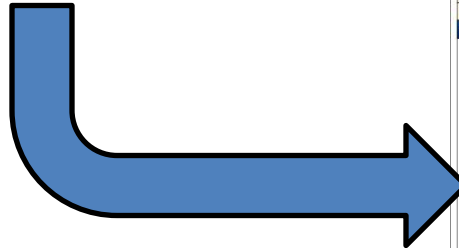
On the PPICS Home Page

- (1) Scroll down to *Other Resources*
- (2) Select [SMS System at CREP](#)
- (3) A new window will open to your *SMS Home Page*

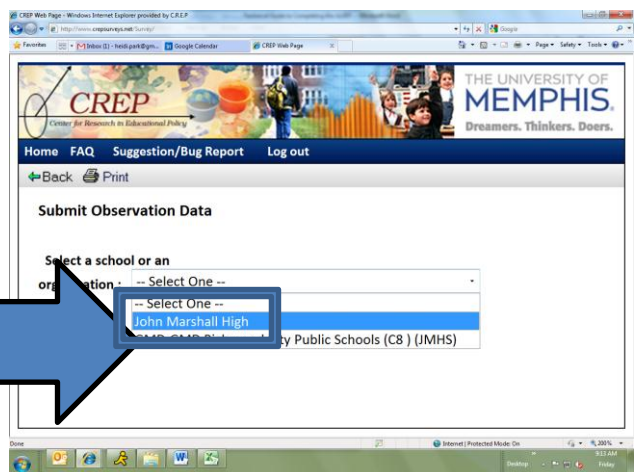
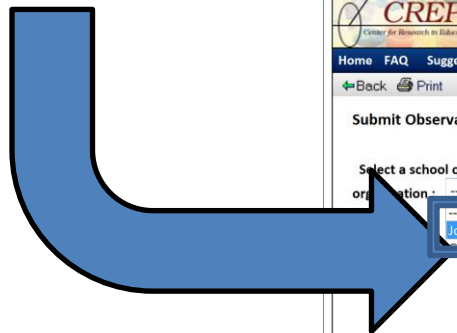


On the SMS Home Page

- (1) Click on [Submit Observation Data](#)



- (2) Select a center from the drop-down list.
 - o **Note:** It should correspond with the name of a center in your grant in PPICS.
 - **Ex:** John Marshall High



COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

- **Ex (multiple centers):**
Christianburg Middle School,
Shawsville Middle School, etc.
 - **Note:** If you have multiple centers, you will need to complete a separate ALERT form for each one.
 - **Note:** If you see that one of your centers is missing from this list, please contact CREP.

(3) Click on **Select** to open the ALERT form.

| | Instrument | Version | Year | Observation Name |
|---------------|------------|--|-------------|---|
| Select | ALERT | Annual Local Evaluation Report Template for VA 21st CCLC | 2011 - 2012 | Boys and Girls Club of SWVA (CMS, SMS) C9 (ALERT 2011 - 2012) |

(4) Begin completing the ALERT.

1. Click on the **calendar icon**. Select the date the ALERT was completed.
 - Format for Typing: *May 16, 2012*
 - Use 3-character month notations:
 - **Ex:** Jun, Jul
 - Not 5/16/2012
 - Not in future

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

2. Scroll down to view and complete the remainder of the form
 - Enter (or copy and paste) text into fields
 - Click checkboxes to select responses

CREP Web Page - Windows Internet Explorer provided by CLEP

Home FAQ Suggestion/Bug Report Log out

Back Save as Draft Preview Print Spell Check

enter text here

Objectives, Activities, Data Sources, and Results

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply.)

| | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Improve student academic achievement (state mandated) | <input type="checkbox"/> Provide parent education (state mandated) | <input type="checkbox"/> Improve student behavior | <input type="checkbox"/> Provide enrichment opportunities | <input type="checkbox"/> Improve community partnership |
|--|--|---|---|--|

- (5) When you have finished, click on [Preview](#) to review all of your responses before submitting the template

CREP Web Page - Windows Internet Explorer provided by CLEP

Home FAQ Suggest Log out

Back Save as Draft Preview Print Spell Check

enter text here

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|--|--|---|---|--|

- Preview mode:

CREP Web Page - Windows Internet Explorer provided by CLEP

Home FAQ Suggestion/Bug Report Log out

Back Save as Draft Submit Print

SAMPLE

2. For objectives that were not met or showed mixed results, what challenges could have been associated with the lower results?

SAMPLE

Recommendations (Note: Your responses will be listed verbatim in the report.)

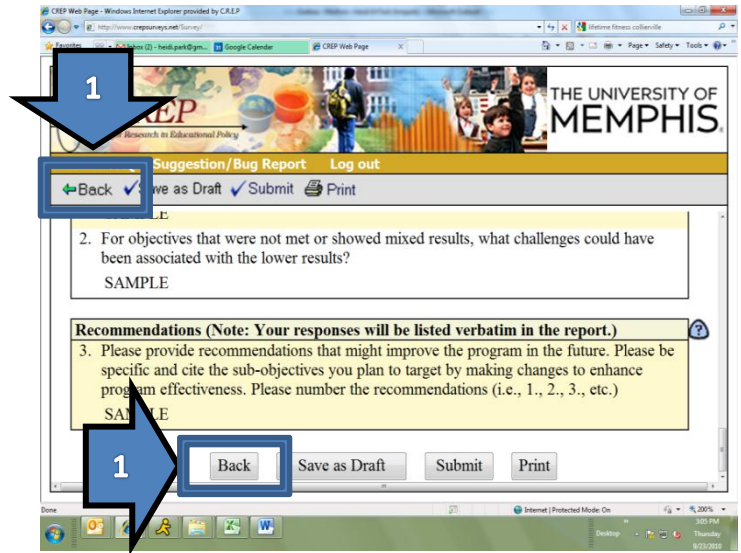
3. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)

SAMPLE

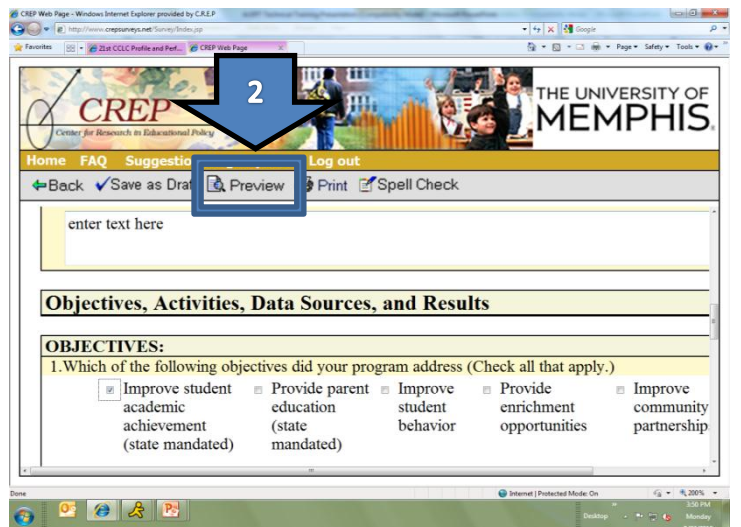
Back Save as Draft Submit Print

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

- (6) If you have made an error
1. Click on **Back** to correct



2. When ready to submit or save draft, click on **Preview** again



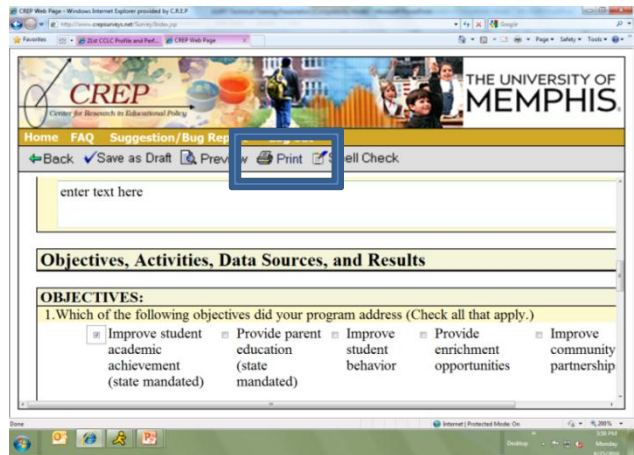
If You Need to Leave the Computer

- Your online session may time out, so back up your work.
 - Print a copy
 - Save a draft
- You may do either at any time while working.

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

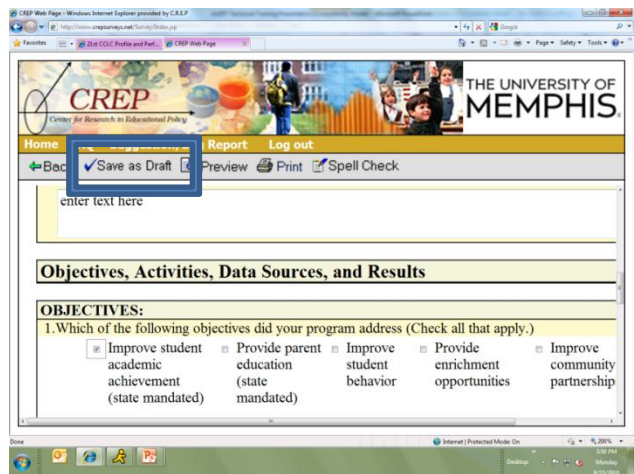
Print a paper copy as a backup

- You may **print** a paper copy without leaving the form. The print dialog box will pop up.

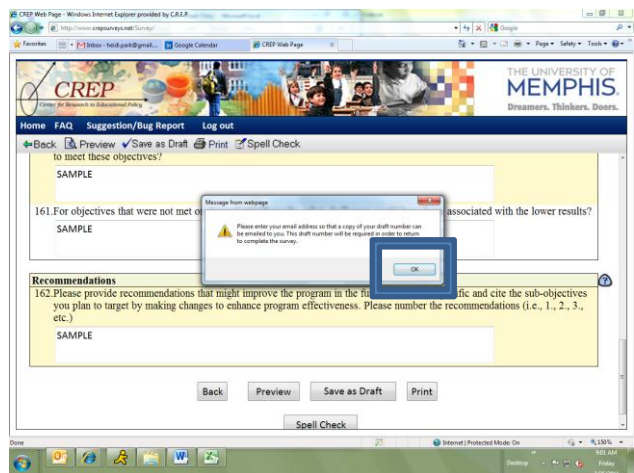


Save as Draft to return to later

- (1) Click **Save as Draft**



- (2) Follow the instructions that appear in all subsequent windows. You will be prompted to enter your email address. Click **OK**.



COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

- (3) Enter your email address.
- **Note:** You will not be allowed to *Save as Draft* without entering your email address.

- (4) Click **OK** to acknowledge that you understand the *Save as Draft* feature.

- (5) Write down the draft number. You will need this number to return to the document and resume entering data. You will also be emailed a copy of that draft number.

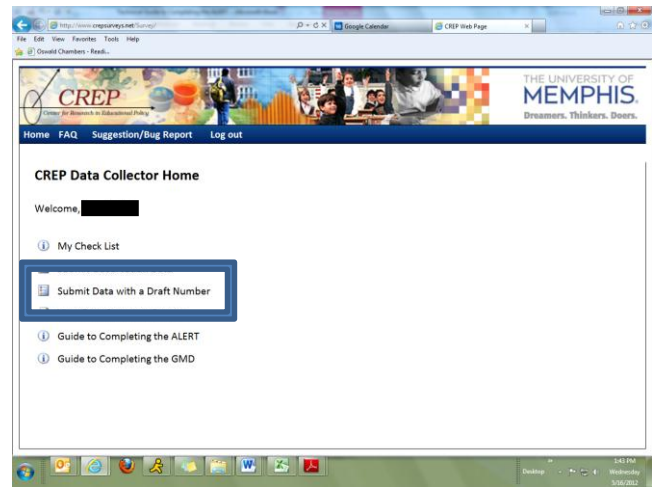
- **TIP:** Print the page
- crep@memphis.edu will email you a copy of that draft number
 - *Subject: DRAFT Confirmation and Reminder from the CREP Survey Website*
 - Please do not reply to the sender. If you have any questions or concerns, please forward the reminder email to hmpark@memphis.edu.

COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

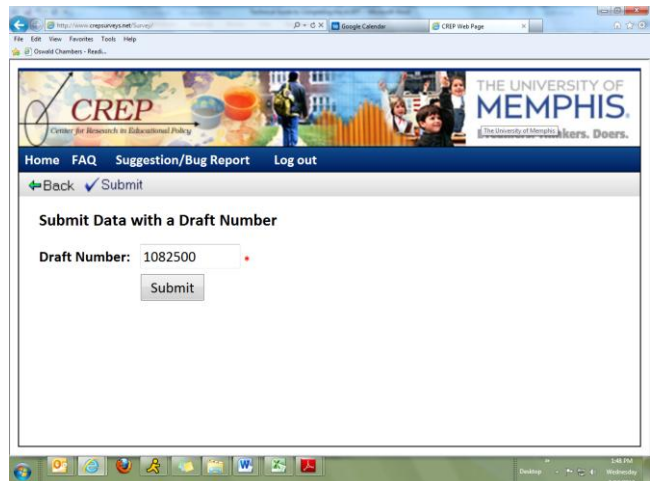
Opening a previously saved draft

Submit data with a draft number

- (1) Go to the *SMS Home Page*
- (2) Click on **Submit Data with a Draft Number**



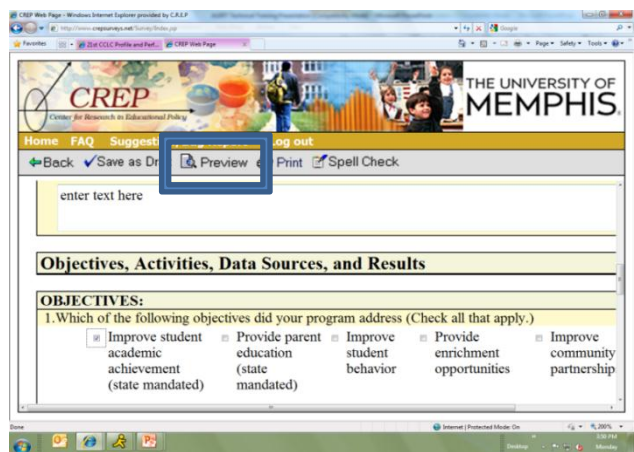
- (3) Enter the draft number
 - Your last saved draft
 - **Ex:** 1082500



- (4) Complete the rest of your submission.
- (5) You may repeat the *Save as Draft* process as many times as you need to complete the report.
 - Remember to always use your last draft number to pick up where you left off.

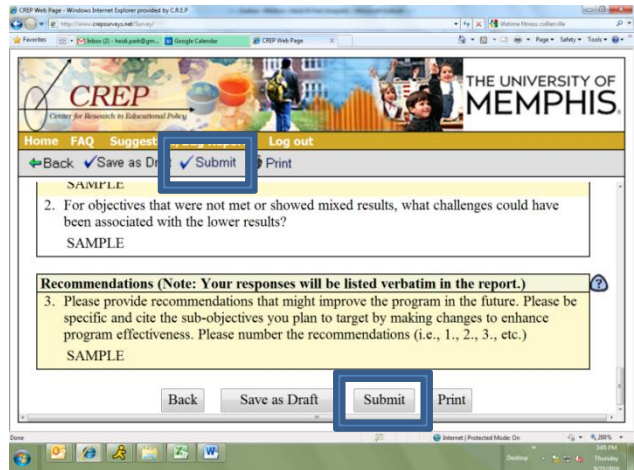
Submitting your completed report

- (1) Click **Preview** to review all of your responses.

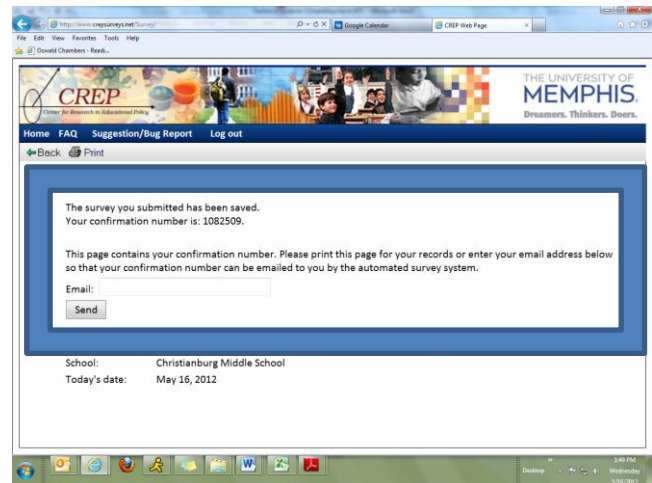


COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

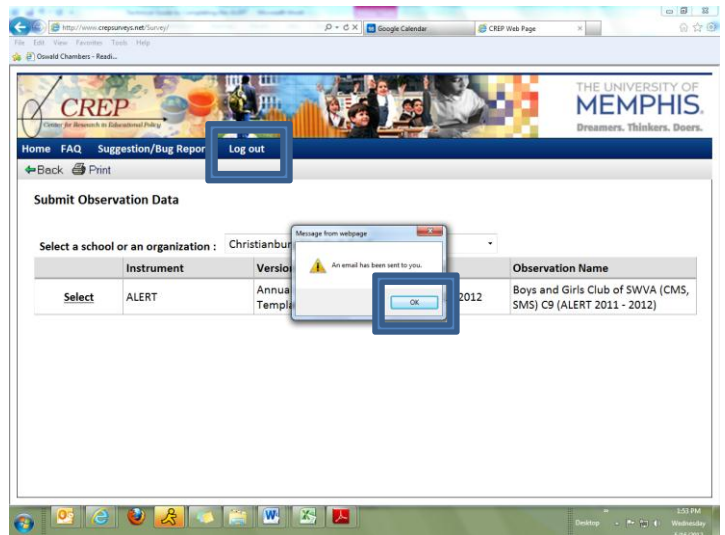
- (2) If you are satisfied with your report, click **Submit**.
- Once you submit, you will not be able to make any changes to your submission.



- (3) You will receive a confirmation number.
- **TIP:** **Print** the page for your records.
 - **TIP:** Enter your e-mail address
 - crep@memphis.edu will email you a copy of that confirmation number
 - *Subject: Submission Confirmation from the CREP Survey Website*
 - Please do not reply to the sender. If you have any questions or concerns, please forward the confirmation email to hmpark@memphis.edu with a description of your concern.



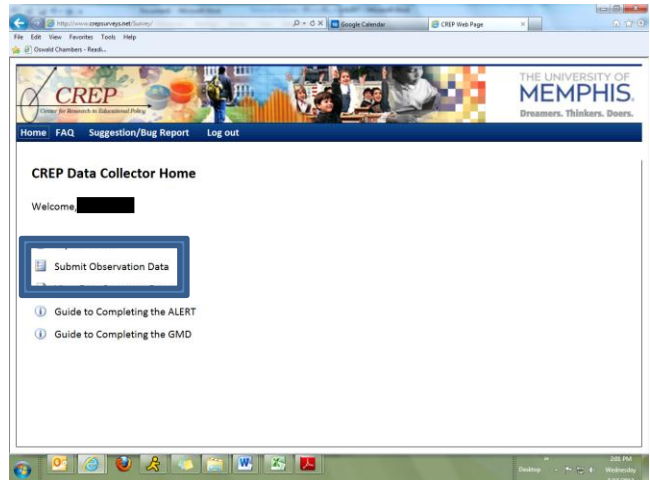
- (4) The system will return you to the center selection page. Click **OK** and then select another center from the drop-down list.
- If you have only one center, click on **Log out** to exit the system.



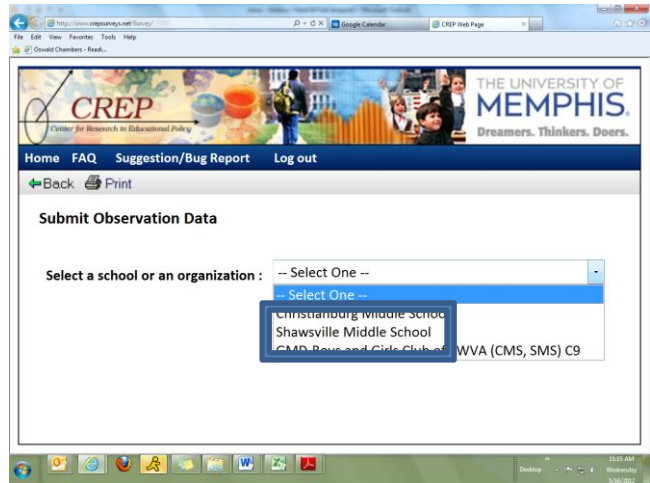
COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

If you have another center associated with your grant, and you have begun a new session

- (1) Go to the *SMS Home Page*
- (2) Click [Submit Observation Data](#)



- (3) Select the next center from the list.

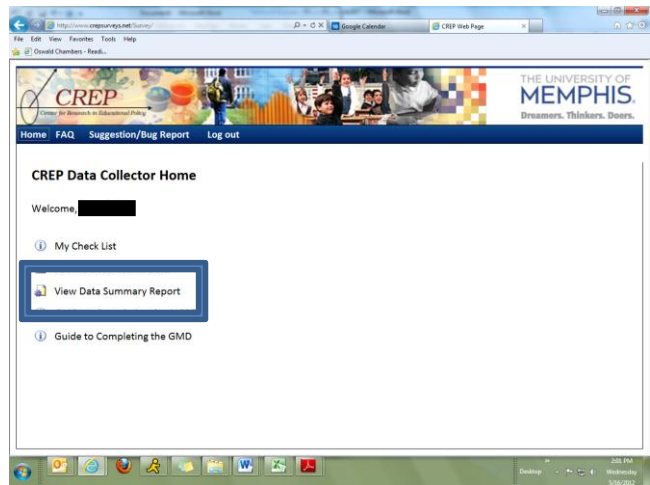


- (4) Complete your submission.

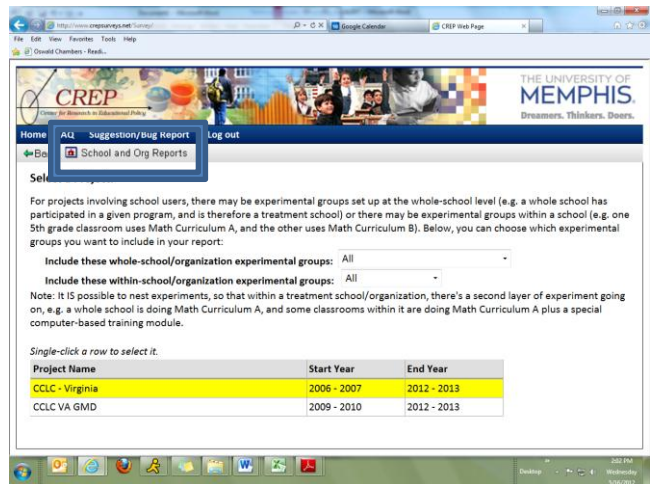
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Viewing your submitted ALERT report

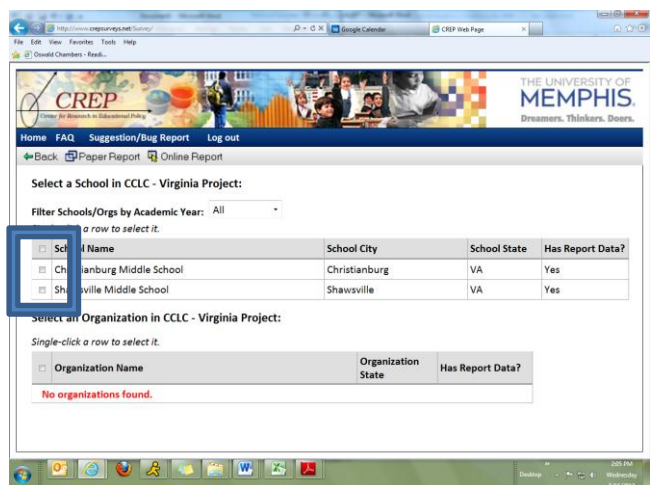
- (1) Go to the *SMS Home Page*
- (2) Click [View Data Summary Report](#)



- (3) Click on [CCLC - Virginia](#)
 - The entire row will be highlighted in yellow.
 - Ignore the top portion of the page, including both drop-down menus.
- (4) Click on [School and Org Reports](#)

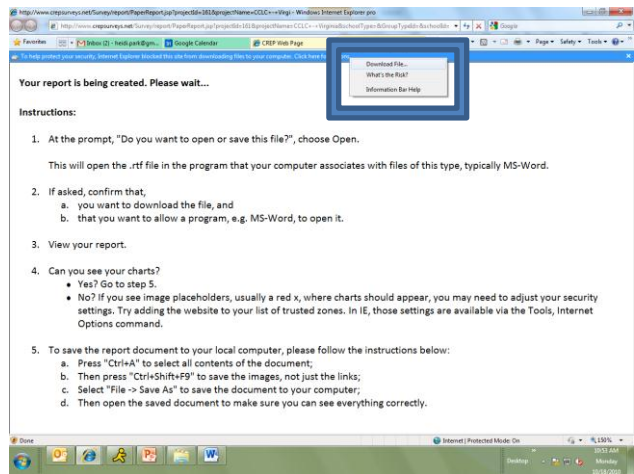
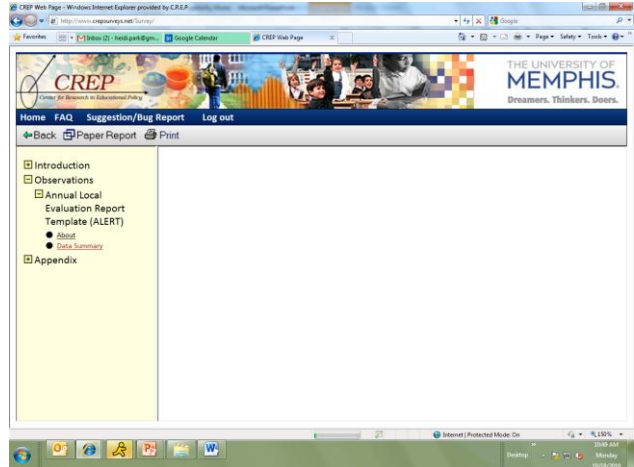


- (5) The available reports are organized by school and non-school centers. Check the boxes next to the center or centers for which you wish to see a summary report.
 - If you check more than one box, the data for those centers will be aggregated.



COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

- (6) Choose **Online Report** to view the template online
 1. Click on the **plus sign** next to *Observations* to expand the section.
 2. Click on the **plus sign** next to *Annual Local Evaluation Report Template (ALERT)* to expand the section.
 3. Click on the **Data Summary** link.
 4. SMS will populate the report with the data that you submitted for the selected center.
 5. Click on **Back** to choose another center.
- (7) Choose **Paper Report** to save a printable electronic copy to your computer
 1. Follow the instructions in the next window for downloading the file in MS Word.
 2. Depending on your security settings, a yellow bar may appear at the top of the window asking if you want to download the file.



Requesting assistance

Content

- Contact VDOE.
 - Ms. Diane Jay: Annual Local Evaluation Report Template (ALERT), SSWS Survey, and State Evaluation
 - Diane.Jay@doe.virginia.gov
 - (804) 225-2905
 - Mr. Shady Clark: Regions 1, 2, 3, 4, and 6, PPICS, and Grantee Monitoring
 - Shady.Clark@doe.virginia.gov
 - (804) 225-2901
 - Mr. Duane C. Sergent: Regions 5, 7, and 8, Professional Development, and Coordination of Grant Administration
 - Duane.Sergent@doe.virginia.gov
 - (804) 371-2929
 - Ms. Marsha Granderson: Grants and Reports
 - Marsha.Granderson@doe.virginia.gov
 - (804) 786-1993

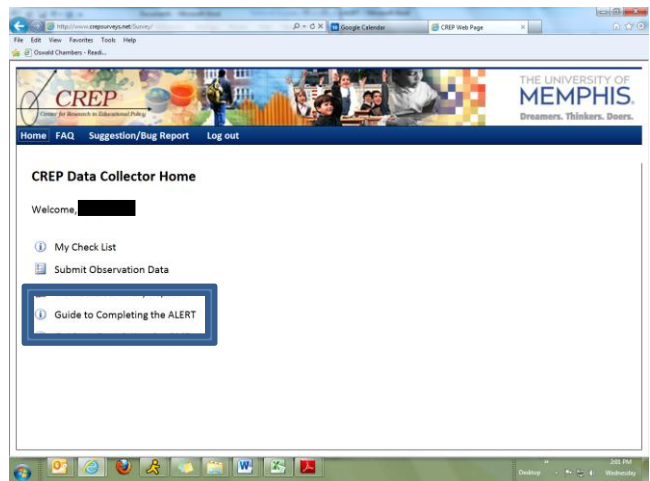
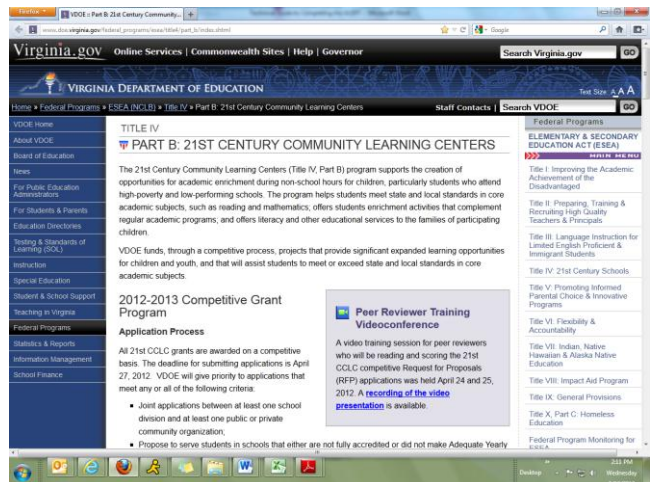
COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

Login Issue

- Ensure that your password is compliant with the SMS rules:
 - 10-character rule
 - No spaces
 - Case-sensitive
- Contact Heidi Park at the University of Memphis
 - Fastest route: hmpark@memphis.edu
 - Call between normal business hours: 901-678-1629
 - Ask for Heidi when you call toll-free: 1-866-670-6147
 - Information needed:
 - Grantee & Cohort
 - **Ex:** Richmond City Public Schools C8 (JMHS)
 - Center(s)
 - **Ex:** John Marshall High
 - Name and phone number or email address

Survey Form Issue

- **Ex:** Buttons, general navigation
- Consult these instructions
 - Available on the VDOE webpage for [Title IV: 21st Century Community Learning Centers](#)
 - Also available on your *SMS Home Page*



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 - Information needed:
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 - **Ex:** Richmond City Public Schools C8 (JMHS)
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 - **Ex:** John Marshall High
 - Name and phone number or email address

What is a Suggestion/Bug Report?

- Margie Stevens is CREP's SMS administrator, overseeing all survey and login setup.
 - "If you just want to know the time" (i.e., how to access ALERT), talk to Heidi.
 - "If you want to know how the clock is built" (i.e., how SMS works), talk to Margie.
- She will receive your *Bug reports* and *Suggestions* as e-mails from "COE CREP"
 - If you would like a reply, please include your contact information.

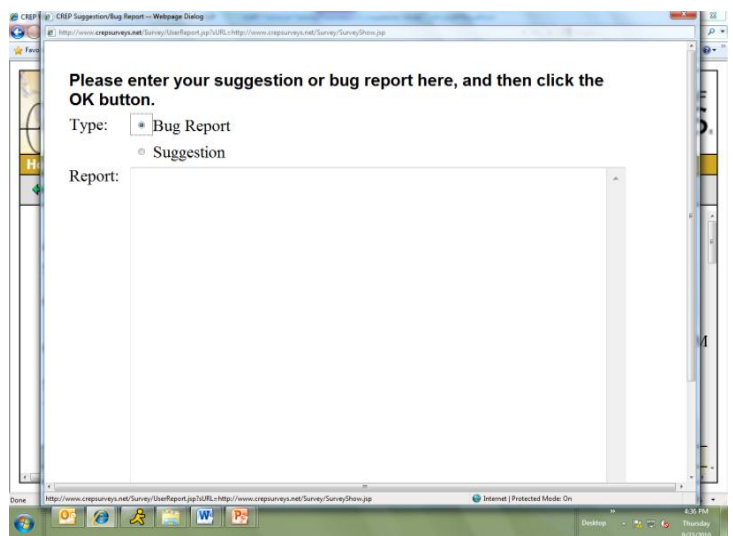
Bug Report

- A technical problem with the online form

Suggestion

- Something that you think would be helpful

We welcome your feedback!



The screenshot shows a web browser window titled "CREP Suggestion/Bug Report - Webpage Dying". The address bar shows a URL starting with "http://www.crep.org/...". The main content area has a heading "Please enter your suggestion or bug report here, and then click the OK button." Below this, there are two radio buttons for "Type": "Bug Report" (which is selected) and "Suggestion". Below the radio buttons is a large text area labeled "Report:". The browser's status bar at the bottom shows "Internet | Protected Mode On" and the date "Thursday 6/23/2009".